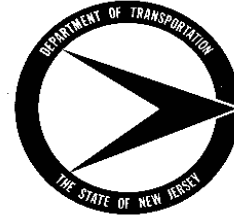


New Jersey Department of Transportation

1035 Parkway Avenue, PO Box 600, Trenton, New Jersey 08625-0600



Baseline Document Change Announcement

NJDOT Procedures Manual Revisions

Project Management's Consultant Selection Debriefing Process, Final Performance Evaluation Report, and Conditions of Authorization

BDC00PR-6

May 14, 2001

Subject: Revisions to Subsections 4.1, 19.2, 19.8, 19.9, and 20.6 of the NJDOT Procedures Manual

Subsection 19.2 of the *NJDOT Procedures Manual* has been revised to comply with Administrative Directive No. 9.032 effective May 15, 1998. The revision will require the Division of Project Management's Consultant Selection Debriefing Process, as outlined in Subsection 19.2.10, to be performed by the Department's Division of Procurement.

Subsections 4.1, 19.8 and 19.9 of the *NJDOT Procedures Manual* have been revised to add the requirements and procedures for preparing a Final Performance Evaluation Report as required under 23 CFR section 172.13 – Monitoring the Contract Work.

Subsection 20.6 of the *NJDOT Procedures Manual* has been revised, as required by FHWA, to instruct the Project Manager to provide a written response to the conditions of authorization to the FHWA prior to award and to copy the Federal Aid Coordinator.

To incorporate these changes to the *NJDOT Procedures Manual*, replace and add the following pages:

Replace existing pages 4.1-9 and 4.1-10 with new	pages 4.1-9 and 4.1-10.
Add new	page 4.1-17.
Replace existing pages 19.2-10 and 19.2-11 with new	pages 19.2-10 and 19.2-11.
Replace existing pages 19.8-2 through 19.8-6 with new	pages 19.8-2 through 19.8-7.
Replace existing pages 19.9-1 and 19.1-2 with new	pages 19.9-1 and 19.9-2.
Replace existing pages 20.6-1 and 20.6-2 with new	pages 20.6-1 and 20.6-2.

The changes to the *NJDOT Procedures Manual* are summarized as follows:

Page 4.1-9	Moved Item 4 here from Page 4.1-10.
Page 4.1-10	Added item No. 9 which instructs the Project Manager to prepare the Final Performance Evaluation report.
Page 4.1-17	Added new Final Performance Evaluation Report form.
Pages 19.2-10 & 19.2-11	Revised item No. 2 to instruct the Bureau of Procurement to perform the Consultant Selection Debriefing Process.
Pages 19.8-2 & 19.8-3	Added new text regarding the Final Design Performance Evaluation Report.

Pages 19.4-4 Renumbered page numbers.
through 19.8-7

Pages 19.9-1 Added new text regarding the Final Design Performance Evaluation Report
& 19.9-2

Pages 20.6-1 Added Project Manager's responsibility to provide a response to conditions of
& 20.6-2 authorization to the FHWA.

Instructions to Designers

This BDC supercedes CAN011, dated June 16, 1998.

Distribution and Announcement Access Information

This announcement is being distributed electronically only to our in-house staff and various public agencies based on our NJDOT Procedures Manual distribution list maintained by the Engineering Documents Unit.

Internet access to this BDC Announcement along with all necessary files and web links can be downloaded and viewed from the following New Jersey Department of Transportation Web Page: <http://www.state.nj.us/transportation/cpm/BaselineDocuments/bdcdownloadpr.htm>.

In-house staff can copy or view the above-mentioned files in the QM shared area on the NJDOT-FA-NTS7 server. To access this area, open Windows Explorer on an NJDOT Network Computer. Go to the drop down menu labeled **Tools**, and then pick **Map Network Drive**. In the path box type in **\\NJDOT-FA-NTS7\QM**, then click on the OK button. All files are located in the **QM\BDC Announcements\BDC 00 Folder**.

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Assistant Commissioner,
Capital Program Management

Attachment: Revised *NJDOT Procedures Manual* pages available upon request

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